

**F. No.2-4-2021Admn-III**  
**MINISTRY OF INTER PROVINCIAL COORDINATION**  
**(IPC DIVISION)**

F. No.2-4-2021Admn-III

Islamabad, the 18<sup>th</sup> March, 2021.

**CIRCULAR**

Subject: **DECLARATION OF ASSETS HELD AND ACQUIRED BY GOVERNMENT SERVANTS FOR THE YEAR ENDING 30<sup>TH</sup> JUNE, 2021.**

The undersigned is directed to refer to subject noted above and to say that the case relates to Rule 12 of the Government Servant (conduct) Rules, 1964 and administrative instruction issued by the Establishment Division from time to time, on the subject cited above.

2. As per Rule 12 (1) & (2) of the Government Servant (conduct) Rules, 1964 "every Government servant shall make declaration to the Government through usual channel, an annual return of assets relating to moveable and immoveable properties".....

3. It is pertinent to mention that non-compliance of the above Rules & instructions tantamount to "Misconduct" within the meaning of Rule 2(K) of the Government Servants (Efficiency and Discipline) Rules, 2020. Further, in light of Rule 7(i) of Civil Servants Promotion (BS-18 to BS-21) Rules, 2019 "the civil servant who has not submitted his/her annual declaration of assets forms for the last years" will be deferred from promotion in the respective promotion boards.

4. In view of above, the following directions are issued:

- i. All cadre employees shall declare annual assets, may ensure submission of their annual declaration in their parent/ administrative departments as per timelines laid down by parent departments.
- ii. All Ex-cadre employees of IPC shall submit their annual declarations, from the date of appointment / joining M/O IPC, in Admn-III Section.
- iii. All promotions will be linked to completion of record relating to Annual Declaration of assets as per laid down rules.

5. This is for strict compliance.



**(Muhammad Motasim Billah)**  
Section Officer (Admn-III)

**All officers / officials of M/O IPC**

**CC to:**

- a. PS to Minister.
- b. SPS to Secretary.
- c. APS to Sr.JS (Admn).

*d. Web Admin*

**Note:** Declaration of Assets form may be downloaded from [www.ipc.gov.pk](http://www.ipc.gov.pk)



## ASSETS & LIABILITIES

**9. Immovable Assets** (Agri & Non-Agri lands, House properties, Commercial & Industrial properties, Open plots of all types)

	<u>Identification &amp; nature of Asset(s)</u>	<u>Mode of acquisition/year</u>	<u>Cost of acquisition</u>
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

**10. Movable Assets** (Cash in hand, Motor vehicles, Jewellery, Household items, Equipment, Business capital etc.)

	<u>Identification &amp; nature of Asset(s)</u>	<u>Mode of acquisition/year</u>	<u>Cost of acquisition</u>
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

**11. Assets held as Attorney**

	<u>Identification &amp; nature of Asset(s)</u>	<u>Nature of Power of Attorney (Revocable/Irrevocable)</u>	<u>Nature &amp; Address of the Legal Owner</u>
a)			
b)			

**12. Assets disposed off during the year**

	<u>Identification &amp; nature of Asset(s)</u>	<u>Date of disposal</u>	<u>Amount received as Sales proceed (Rs.)</u>
a)			
b)			
c)			
d)			

**13. Investments (Bonds, Shares, Certificates, deposits/Advances, Loans granted etc.)**

	<u>Details of Bonds held</u>		<u>Investments</u>	
	<u>Bond No.(s)</u>	<u>Denomination Rs.</u>		Rs.
a)				Rs.
b)				Rs.
c)				Rs.
d)				Rs.

**14. Bank Accounts (Current, Saving, Deposit A/c & F.C. A/cs)**

	<u>A/c No. &amp; Bank Branch</u>	<u>Year of Opening</u>	<u>Main source of deposits</u>	<u>Balance as on 30.6 (Rs.)</u>
a)				
b)				
c)				
d)				

**15. Total Assets (9-14) Rs. \_\_\_\_\_**

**16. Liabilities (Departmental/Bank loans, Over drafts, Mortgages secured, private loans etc.)**

	<u>Outstanding liabilities (A)</u>		<u>Liabilities paid off during the year (B)</u>	
		Rs.		Rs.
a)		Rs.		Rs.
b)		Rs.		Rs.
c)		Rs.		Rs.
d)		Rs.		Rs.

**15-16 (A) Net worth Rs. \_\_\_\_\_**

As on 30.6. \_\_\_\_\_

Net worth declared previously Rs. \_\_\_\_\_

As on 30.6. \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Organization/Deptt. \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

## INSTRUCTIONS

1. If the space provided in the form is found inadequate or some explanation is required, a separate page may be attached/annexed.
2. All assets should be valued at cost and in the cases of assets acquired through gift name, address of the donor and donees relationship with him is to be declared.
3. Income declared at Serial 4 must include income earned by the spouse & children as well.
4. Information requested must be complete. No column should be left blank. Columns which are not applicable should be crossed.
5. All assets owned by the officer & his family members (Family as defined in Rule 3(1)(c) of Conduct Rules 1964) should be declared. Assets acquired by major children dependents & others where funds have been provided by the officer are also to be declared.
6. Assets owned partly or acquired on “Hire purchase Agreement” or installment should also be declared.
7. If any exact figure cannot be inserted an estimated/approx figure may be given.
8. Sale proceeds of assets disposed off during the relevant financial year must be declared under the head “other sources” (Serial 4).
9. If there is no change in Assets over the previous year (for which the declaration had been filed) relevant columns (Serial 9, 10, & 11) may be marked “**As Before**”.
10. At Serial 11 assets held by others as attorney on behalf of declarant, his spouse or dependent children are also to be declared.
11. Expenses against utilities (Serial 5) should include bills paid against all meters (Gas & Electricity installed on the residence) and telephone connections (including Mobile) in use of the officer, spouse & dependent children.
12. Notwithstanding the applicability of any other law for the time being in- force, this declaration is being filed under Conduct Rule 1964 and any breach thereof (including concealment of assets or giving wrong information) is punishable under RSO 2000.